



# MANUFACTURED HOME and FACTORY BUILT PERMIT APPLICATION INSTRUCTIONS

For Manufactured Homes, Factory Built Buildings and Associated Accessory Structures

## City of Sedona

Please review the following information prior to plan submittal for new manufactured homes, factory built buildings and associated accessory buildings, including additions, decks, patio covers, garages and carports, remodeling and repair or renovation work. For further information, contact **Community Development Services, 102 Roadrunner Drive, Sedona, Arizona 86336, (928) 282-1154.**

### PLAN REVIEW APPLICATION:

Information about your project

#### ■ PROJECT LOCATION

Community Development staff can assist you in providing the following information if you cannot obtain it on your own:

- ☐ ASSESSOR'S PARCEL #
- ☐ PROJECT ADDRESS
- ☐ LOT NO. and SUBDIVISION

#### ■ OWNER INFORMATION

#### ■ CONTRACTOR

Unless the project is exempt from state contracting license regulations, licensed general or specialty contractors must do all work. The project is exempt from contractor licensing regulations if:

1. It is not for sale or rent, AND
2. Is solely occupied by the property owner.

Any questions regarding contractor or license regulations should be directed to the Registrar of Contractors in Phoenix (602-542-1525) or Flagstaff (928-526-2325) or the Office of Manufactured Housing (602-255-4072).

If a contractor will be used or is required for your project, the state requires the following information:

- ☐ CONTRACTOR NAME and ADDRESS
- ☐ LICENSE TYPE and NUMBER
- ☐ SALES TAX NUMBER

If the project is exempt from licensing regulations or the owner is hiring licensed specialty contractors for the work, indicate "**Owner**" for **CONTRACTOR** name and complete the "**Owner-Builder/Developer Statement**" provided in this handout.

#### ■ ARCHITECT / DESIGNER

Professional design is recommended but not required, although hand drawn plans may be returned for improvement prior to review if they are considered deficient. The plans' examiner may also require engineering for certain elements of the structure.

#### ■ FLOOR AREAS

Provide the area of new living space, garages, carports,

decks, covered patios, sheds and basements. For remodels, provide the existing floor area that is being modified.

### PLAN REVIEW DEPOSIT

A Deposit is required at the time of application and is determined based on the type of improvement proposed. The deposit is applied toward the total permit fees calculated by the plan reviewer.

The following are the plan review deposits for new manufactured homes, factory built buildings, remodels, additions, and accessory structures:

Manufactured home	\$120
Factory Built Building	\$ 30
Remodels, additions, patio covers & decks	\$ 50
Garages and Carports	\$ 75

### PLANS REQUIRED

- ☐ 2 COMPLETE SETS OF PLANS plus 2 additional site plans for construction in Yavapai Co.
- ☐ 2 COMPLETE SETS OF PLANS plus 1 additional site plan for construction in Coconino Co..
- ☐ 1 additional site plan attached to APS form.

### **NOTE:**

- All plans shall be drawn to scale and dimensioned.
- Plans must be clear and legible and present enough information to allow a thorough review to be performed by zoning, engineering, flood control and building safety staff members.

***Plans considered deficient will be returned before processing the application.***

#### ■ SITE AND GRADING PLANS (scale: minimum 1"=20')

- ☐ Provide north arrow. Label all streets and highways.
- ☐ Indicate property lines, easements, edge of street pavement.
- ☐ Location of all proposed and existing buildings, decks and covered patios.
- ☐ Indicate distance (setbacks) from property lines to all buildings, decks and covered patios.
- ☐ Indicate proposed and existing site utilities.

- Location of natural gas meter and yard line.
- Location of L.P. tank and yard line.
- Location of water service.
- Location and size of electric service.
- Location of building sewer.
- Location of septic tanks, treatment plants and disposal areas.

- ☐ Indicate all native vegetation and trees including those to be removed. Indicate canopy size and species.
- ☐ Indicate with construction envelope fencing, the location of natural vegetation to be preserved.
- ☐ Indicate existing and proposed topographic contours (2' min).
- ☐ Indicate finish floor elevations.
- ☐ Indicate edge of pavement elevation at center of driveway.
- ☐ Indicate the proposed driveway slope with finish pavement elevations.
- ☐ Indicate all cut and fill slopes.
- ☐ Indicate estimated quantities of cut and fill.
- ☐ Indicate location and grading for on-site sewage disposal fields, if applicable.
- ☐ Indicate proposed and existing culverts, swales and underground drainage devices.
- ☐ Indicate all retaining walls and fences. Indicate wall and fence heights above adjacent grade.
- ☐ Indicate location, type and height of all exterior building and site lighting.
- ☐ Indicate driveway material and finish.

#### ■ FLOOR PLAN

- ☐ Label all rooms according to use.
- ☐ Indicate door sizes and direction of swing.
- ☐ Indicate types of windows and sizes.
- ☐ Identify all appliances and plumbing fixtures.
- ☐ Indicate all stairs and ramps, including rise and run.
- ☐ Indicate the location and construction of all fire-rated walls and ceilings.

*For remodels:*

- ☐ Indicate existing walls. Indicate those to be removed.

*For additions:*

- ☐ Indicate the existing floor plan adjacent to the proposed addition.

#### ■ BUILDING CROSS SECTIONS *(For additions, garages and carports)*

- ☐ Indicate full building cross section(s), both transverse and longitudinal, including footing/foundations or stem walls; floor slabs and/or floor framing; roof framing; columns/beams and/or bearing walls.
- ☐ Identify the extent and construction of all fire rated walls and ceilings

#### **NOTE:**

All additions, carports, garages, decks and wood

awnings and patio covers must be self-supporting, independent of the manufactured home or factory built building unless specifically approved by the manufacturer of the home or building.

#### ■ EXTERIOR ELEVATIONS

- ☐ Indicate natural grade and 22 foot imaginary height plane. *May Indicate on cross-section.*
- ☐ Indicate maximum building height:
  - Elevation of lowest natural grade at the exterior wall or column.
  - Elevation of highest point of roof or parapet.
  - If building is found to be over height, indicate on plans applied alternate standards calculations.
- ☐ Identify all exterior wall and roof materials.
- ☐ Identify finish floor level and indicate elevation(s).

#### ■ FOUNDATION PLAN and DETAILS *(For additions, garages, carports and sheds)*

- ☐ Indicate all footings, wall, column, pier sizes and reinforcement.
- ☐ Indicate retaining wall footing size and reinforcements.
- ☐ Indicate all lintel sizes, bolt sizes, spacing, metal post bases and beam seats.

#### **For Factory Built Buildings:**

- ☐ Provide 2 copies of the State approved foundation plan and details as described below:
  1. Obtain a copy of the state application, checklist and plan requirements available from Community Development.
  2. When city staff approves the zoning portion of your building permit application, a copy of the city approved site plan can be requested.
  3. Submit the city approved site plan, along with the other required information, to the Office of Manufactured Housing (OMH).
  4. After OMH issues a state approved foundation plan and installation details for the factory built building, submit 2 copies to the building inspector prior to the issuance of your city building permit.

#### ■ FRAMING PLANS *(For additions, garages, carports & sheds)*

##### ☐ **Floor Framing** *(if applicable)*

- ☐ Indicate girder and beam sizes.
- ☐ Indicate bearing walls.
- ☐ Indicate joist size, spacing and direction of spans.
- ☐ Indicate or detail framing connections.

##### ☐ **Roof Framing**

- ☐ Indicate bearing walls.
- ☐ Indicate header and beam sizes.
- ☐ Indicate joist, rafter size, spacing and direction of spans.
- ☐ Indicate or detail framing connections.

#### ■ ELECTRICAL PLANS *(if applicable)*

- ☐ Indicate locations of outlets, switches, electrical devices.
- ☐ Indicate location of electrical service (meter) and all subpanels.
- ☐ Indicate locations of smoke detectors.
- **MECHANICAL PLANS** (*if applicable*)
  - ☐ Indicate location and type of all heating and cooling equipment.
  - ☐ Indicate provisions for combustion air.
  - ☐ Indicate provisions for mechanical equipment screening.
- **PLUMBING PLAN** (*if applicable*)
  - ☐ Indicate all plumbing fixtures and floor drains.
- **EXTERIOR PAINT**
  - ☐ Stain and roof samples indicating LRV. Provide paint and roof samples on an 8½" x 11" form provided in this handout.
- **OUTDOOR LIGHTING**
  - ☐ Before a permit can be issued, information regarding all outdoor lighting is required. All proposed lighting must comply with the Outdoor Lighting Ordinance; Section 911 of the Land Development Code, and the following must apply:
    - Single-family additions less than 50% must submit a site plan and complete inventory detailing all existing and proposed outdoor lighting.
    - Single-family additions greater than 50% must bring the entire site into conformance with all outdoor lighting requirements.
    - All lighting fixtures are required to be fully shielded and installed so that the shielding complies with the definition of fully shielded light fixtures.
    - Partially shielded light fixtures may be allowed, and are limited to a maximum of 5,500 lumens per net acre and shall not exceed 2,000 lumens per lamp.

## **DESIGN CRITERIA AND ADOPTED CODES**

- ☐ 2006 International Building Code
- ☐ 2006 International Residential Code
- ☐ 2006 International Plumbing Code
- ☐ 2006 International Mechanical Code
- ☐ 2005 National Electrical Code
- ☐ 2006 International Fuel Gas Code
- ☐ Roof Live Load -- 25 PSF (ground snow)
- ☐ Wind Load – basic wind speed (3 second gust) is 90 mph.
- ☐ Wind Exposure B (unless a specific site is located in exposure C)
- ☐ IRC seismic design category: C (soils class D)
- ☐ IBC seismic category: C for groups I and II
- ☐ IBC seismic category: D for group III
- ☐ IBC: MCE map values:

- Ss=32.2 % g (short period map value)
- S1=09.1% g (1.0 sec period map value)
- ☐ Site class (w/o soils report): D
- ☐ Soil Bearing -- 1500 PSF maximum unless a higher value is substantiated by soils testing.
- ☐ Rainfall: 2.5" per hour

## **FIRE SPRINKLER SYSTEMS**

Fire sprinkler systems may be required if the home is more than 500' from a fire hydrant or if there is difficult fire department access to the home. Commercial uses in factory built buildings are required to be sprinkled, unless otherwise approved by the Sedona fire Department.

The system design and installation will be reviewed and approved by the Sedona Fire Department located at 2860 Southwest Drive, Sedona. 520-282-6800.

## **SPECIAL DESIGNATIONS.**

Special approvals are required if your property is:

- ☐ An area with a slope greater than 30% where construction will occur; a soil and geology report identifying areas of unstable slope may be required.
- ☐ An historic building or located within a Historic District.

## **SUBDIVISION APPROVAL**

Deed restrictions may require that each owner obtain subdivision architectural committee approval prior to beginning construction. It is the responsibility of the property owner to contact their subdivision committee for compliance with their regulations.

A list of known subdivision committees is available from Community Development.

## **PROCESSING TIMES**

Plans and permit applications are processed on a first come first serve basis. Review times vary with the complexity of the project, current volume of permit applications, and the quality of the submittals received.

Subsequent submittals and additional time are sometimes required to address significant corrections or obtain other agency approvals before the permit can be issued.

## **FEES**

### ■ **BUILDING PERMIT**

Building permit fees for new manufactured homes and associated structures constructed at the same time as the home is installed are \$120. The fee covers plan review and three (3) inspections. If more than 3 inspections are required, an additional charge of \$15 for each inspection will be assessed.

Fees for factory built buildings are based upon the installation cost, not including the actual cost of the home. The owner must submit the contract costs for fee determination.

Grading fees are established upon the quantity of cut or fill,

whichever is larger.

Fees for remodels or additions are based on a percentage calculated for a new structure and vary with the extent and nature of the improvements. Remodel fees may also be established by calculating "unit fees" for each particular type of work involved.

#### ■ SEWER CAPACITY FEE/CITY FEE

The sewer capacity fee is due and payable at the time the building permit is issued for those properties authorized to connect to city sewer. Capacity fees, as well as monthly user fees are established by the *Base Sewer User Rates* table.

Building Department or Public Works staff can determine whether a specific property may connect to the City Wastewater System, and the correct fee to be assessed.

#### ■ DEVELOPMENT IMPACT FEES

Impact fees are a one time fee paid by residential and non-residential developers to offset the demand that new development creates on municipal infrastructure. Fees will be paid when a building permit is issued.

For information regarding impact fees, please refer to the attached Impact Fee Schedule.

#### ■ INDIVIDUAL WASTE TREATMENT SYSTEMS

An on-site sewage disposal system is required if your property cannot be served by city sewer. A permit to construct an individual sewage system permit can be obtained by making an application to:

Yavapai County Environmental Services  
6th and Mingus Avenue  
Cottonwood, AZ 86326 928-639-8136  
or  
Coconino County Health Services  
2500 N Fort Valley Road  
Flagstaff, AZ 86001 928-774-8941

If an alternate (aerobic) system is required, it must be designed by an engineer who will submit it to the appropriate agency for review, approval and permit issuance.

*For remodels and additions:*

If the improvements include additional bedrooms or plumbing fixtures, you may be required to verify that the existing treatment system is adequate for the increased discharge, or improve the existing system.

A *Permit to Construct an Individual Waste Treatment System* must be obtained and a copy submitted to this department prior to the issuance of the building permit.

#### ■ WATER, NATURAL GAS and ELECTRIC UTILITY COMPANIES

- **Arizona Water Company**  
65 Coffeepot Drive

Sedona, AZ 86336 928-282-5555

- **Oak Creek Water Company**  
90 Oak Creek Blvd.  
Sedona, AZ 86336 928-282-3404
- **Unisource Energy Services (natural gas)**  
500 S. Willard Street  
Cottonwood, AZ 86326 928-634-5555
- **Arizona Public Service (electric)**  
1250 E. Highway 89A  
Cottonwood, AZ 86326 928-646-8452

New electric service locations are required to be approved by Arizona Public Service. The APS approval form is available at Community Development. **A site plan must be attached for review.**

#### **EXPIRATION OF PLAN REVIEW AND BUILDING PERMITS**

Permit applications expire 180 days after the date of submittal, unless a building permit is issued.

Building permits expire 180 days after issuance, unless construction is commenced and diligently pursued to completion. Progress inspections must occur at least every 180 days in order to keep the permit active.

Requests for permit extension are available from Community Development. An extension may be granted for unforeseeable and justifiable delays.

#### **CONSTRUCTION INSPECTIONS**

All the customary required inspections for new structures are listed on the job card you receive when your permit is issued, but the particular inspections applicable to each project will vary depending on the nature of the construction. You may contact the building division staff in order to determine the specific inspections required for your project.

***It is the customer's responsibility to call for all required inspections.*** No portion of the construction work may be covered, concealed or put into use until approved by the inspector. A final inspection of the project must be requested prior to occupying the structure or improvement. Failure to request a final inspection prior to occupying the structure may result in termination of utilities.

Inspections are conducted between 7:30 a.m. and 4:00 p.m. Monday through Friday, by calling 282-3268 and leaving a voice message. Inspections requested for the same day **MUST** be called in prior to 7:00 am.